

**EXEMPT RECRUITMENT ANNOUNCEMENT****Director of Government Relations  
Office of the Executive Director**

**Reports to:** Executive Director  
**Division:** Office of Executive Director  
**Classification:** Exempt  
**Open to:** Open until filled. For best consideration apply by September 12, 2013.  
**Salary:** \$80,000 - \$90,000 DOQ

**Agency Profile**

The Washington Student Achievement Council links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

**About the Program**

The government relations program is responsible for a wide variety of activities designed to support the Council's advocacy for a strong statewide system of education that expands opportunities for student learning. Specific responsibilities include communication with Council members, policy makers, opinion leaders, business leaders and education partners. Government relations and communications staffs work closely together to advance Council priorities with multiple audiences.

**About the Position**

The Director of government relations is a member of the agency's executive leadership team working collaboratively with the Council's executive director and senior staff, and with Council members, to: coordinate the agency's legislative and external relations program; develop and implement legislative strategies; and participate in the development of communications and issue management strategies. The director participates in internal agency work teams and external work groups as needed to fulfill WSAC's major program and policy development responsibilities. This position reports to the Executive Director.

**Major Responsibilities**

- Develop and execute legislative strategies on behalf of the Council, and the state's student financial aid and Guaranteed Education Tuition programs.
- Monitor and analyze policy and other developments in the Legislature, the Governor's office, and other entities to keep the Executive Director and Council members well informed. Provide weekly updates to members of the Council during the legislative session, and at other times as appropriate.
- Represent the agency in meetings and communication with legislators and staff, and representatives of the Governor, education agencies, institutions, and stakeholders.
- Coordinate agency testimony on pending legislation, and presentations to legislative and other groups regarding Council reports, recommendations, and specific program initiatives.
- Coordinate with the Executive Director to assist Council members with testimony before legislative committees, and assist members as needed during confirmation process.

- Report on legislation and other governmental and external relations activities during regular Council meetings.
- As designated by the Executive Director, coordinate implementation of legislative policy and directives.
- Act as agency liaison for inquiries from legislators and representatives of other external agencies, including higher education institutions and other education providers.
- Represent the Council in other activities as directed by the Executive Director.

### **Required Skills, Knowledge, and Abilities**

- Excellent oral and written communications skills.
- Proficiency with Microsoft Word, PowerPoint and Outlook.
- Extensive familiarity and/or work experience with Washington state government.
- Bachelor's degree in relevant field.
- Strong abilities to analyze policy issues, summarize complex information and reports, and communicate with policy makers.

### **Application Procedures**

To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which must include the following:

1. Letter of Application. A letter of application that addresses how you meet the required education and experience described in this announcement. Applications with generic cover letters will be considered nonresponsive and may eliminate the application from further consideration.
2. Resume. A detailed resume including all educational and professional experience.
3. References. A list of names, titles, and current telephone numbers of three (3) employment references.
4. One writing sample.
5. Authorization to Release Information form.\*
6. Affirmative Action Form (optional).\*

\*These forms can be found on our website at: <http://wsac.wa.gov/employment>

This position will remain open until filled. The Agency reserves the right to close the recruitment at any time once a qualified pool of applications is received. For best consideration, please apply by **September 12, 2013**.

Electronic application packages are encouraged and should be sent in **MS Word format or as a .pdf only** with "Director of Government Relations" in the subject line. If submitting by fax, please put the optional affirmative action form in a separate file.

**Fax:** (360) 704-6202 | **Email:** [Karenm@wsac.wa.gov](mailto:Karenm@wsac.wa.gov)

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***Please note: The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process.***